

9 May 1955

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1-64640

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Project Administrative Plans--Substantive Reporting
[redacted] Expenditures

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- REFERENCES:
- a. Memo to DD/P from C/WH, subj: Project Administrative Plans, dated 10 March 1955 (DD/P 1-5398)
 - b. Memo to DD/P from C/PP, subj: Project Administrative Plans, dated 30 March 1955 (DD/P 1-5750)
 - c. Tab A, Synopsis of Development of Administrative Plans

25X1 1. The following quoted statement has been objected to by WH Division (Ref a). The PP Staff has concurred in the WH position, recommended its elimination from the Administrative Plan [redacted] and agrees with the adjudication of wording in future cases. Tab A presents an historical synopsis of the evolution of Administrative Plans which led to the inclusion of this wording.

25X1 "based upon substantive reports of accomplishments and such other information as may be available, continuing [redacted] is warranted."

2. WH Division and PP Staff apparently feel that the basic certification and approval of the expenditure report is ample evidence of the exercise of command responsibility and that for an Administrative Plan to specify that such certification is based upon reports of a substantive type or quality is an impingement upon command prerogatives. PP Staff also feels that the inclusion of the above quoted section calls for a duplication of a DD/P function being carried out by the system of monthly reporting and the evaluation of each project throughout that system.

3. Although Administrative Plans are mutually developed instruments to assist in the operational as well as administrative management of a project, the DD/S has instructed the Project Administrative Planning Staff to include no requirement in Administrative Plans which pertains exclusively to the exercise of operational responsibility. PAPS has also been cautioned to insure that the wording of requirements in Administrative Plans is acceptable in its normal interpretation so that there will be no impingement upon DD/P command responsibilities.

4. This action by the DD/S immediately removed the reason for the objection of WH Division and the PP Staff. In addition, it has been indicated to me that the PP Staff, in its present effort toward revising the PP project planning system, is incorporating a reporting requirement that the appropriate operating level will submit a periodic statement of evaluation on each project. Proper reflection of this report might constitute more appropriate documentation of Agency fiscal records than the system now in operation.

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5. It is important to note that paragraph 3.b. and c. of Reference A indicates dissatisfaction with the existing mechanism for ascribing primary operational responsibility to case officers and approving officers by requiring them to certify and approve financial documents evidencing the proper expenditure [redacted] As you know, the Director of Central Intelligence has indicated his desire that primary operational responsibility for any given activity be more precisely placed. As a corollary aspect of this, our financial procedures would also be adjusted since financial and operational responsibility are inseparable. Now with the revision of PP project procedures this would appear to be an ideal time to re-align the operational responsibility for [redacted] projects, at least, with the evidencing of the exercise of such responsibility onto appropriate administrative documents.

6. The following are my recommendations:

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a. That the Administrative Plan [redacted] and all future PP project Administrative Plans, bear an appropriate reference to the substantive evaluation to be made of the project. This action would continue until the imminent PP revised project planning system is issued. (I recognize that it is a DD/P responsibility for determining the necessity of or the requirement for the evaluation of any project; however, in light of the present dearth of operational direction in this field, I believe the inclusion of such a reference in the present Administrative Plans is a blessing in disguise. When the revised PP system is published, I have been advised that it will contain appropriate guidance and direction relative to substantive or evaluative reporting. The Administrative Plans thereafter would need to contain only an essential cross reference.)

b. That my staff assist PAPS and PP Staff as required in order to insure the use of wording in future Administrative Plans which will be mutually satisfactory to administrative and operational personnel.

c. That PP Staff expedite the production of their revised project planning system.

d. That my staff draft the enabling support elements of the PP system in collaboration with the PP Staff.

e. That the DD/P require his Staffs to correct any existing ambiguities as to the placement of basic responsibility for operational activities. (The DD/S elements, particularly this Staff, will work closely with them in making any necessary adjustments in Agency financial procedures to correct any inconsistencies with the DD/P command concepts.)

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[redacted]
Special Support Assistant
to the
Deputy Director (Support)

3 Encls. (see refs)

CONTROL NO.	SEC. CLASS.	ORIGIN	FILE NO.
# 2--May	Secret	DD/S/L. White	DD/P 17-6161
DATE OF MAT.	DATE	ROUTING	CROSS REFERENCE
9 May 55	11 May	12 May	C/vps.
SUBJECT			
Project Administrative Plans			
25X11A			
for action per [] note on transmittal slip ("Do you concur in SSA-DD/S recommendations")			
SUSPENSE: 13 May 1955			
FORM NO. 35-1	FILE AND ROUTING SLIP		3
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UNCLASSIFIED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)					
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	INITIALS	DATE	INITIALS	DATE	
1	C-PP	MAY 11 1955	CB	2 May	
2	C/PP/OPS				
3					
4					
5	EA/CP				
FROM	INITIALS	DATE	INITIALS	DATE	
1	EDDIP		CDT	10 May	
2					
3					
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE	<input type="checkbox"/> RETURN	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> FILE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> RECOMMENDATION		
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Remarks: Do you Concur in SSA-DD/S recommendations					
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